

THE CLAIMS DEFINING THE INVENTION ARE AS FOLLOWS

1. A method for forming a document set, said document set formed from rectangular sheets of the same size and including an envelope sheet and at least one insert sheet, the method including the steps of:

5 printing said envelope sheet with envelope information, said envelope information including a unique code identifier;

 printing each of said at least one insert sheets with insert information, said insert information including a unique code identifier, and

10 collating said envelope sheet and at least one insert sheet to form said document set.

2. A method for forming a document set as claimed in claim 1, further including the step of verifying said document set by reading each of said code identifiers and performing a self-referencing integrity check.

3. A method for forming a document set as claimed in claim 2, further
15 including the step of out sorting any document set that fails said integrity check.

4. A method for forming a document set as claimed in claim 3, further including the step of rescheduling the printing of said document set that failed said integrity check.

5. A method for forming a document set as claimed in claim 4, wherein said
20 step of rescheduling is performed online.

6. A method for forming a document set as claimed in any one of the preceding claims, wherein said unique code identifier identifies whether a printed sheet is an envelope sheet.

7. A method for forming a document set as claimed in any one of the preceding claims, wherein said unique code identifier printed on said envelope sheet includes the number of at least one insert sheets associated with said envelope sheet to form said document set.

5 8. A method for forming a document set as claimed in any one of the preceding claims wherein said unique code identifier includes separate fields of information related to customer information, content information and distribution information associated with said document set.

9. A method for forming a document set as claimed in any one of the preceding
10 code wherein said unique code identifier is a barcode.

10. A method for forming a document set as claimed in any one of the preceding claims wherein the steps of printing the envelope sheet, printing the at least one insert sheet and collating the envelope sheet and at least one insert sheet are accomplished using a common printer.

15 11. A method for forming a document set as claimed in any one of the preceding claims wherein said envelope information is printed on one side of said envelope sheet.

12. A method for forming a document set, said document set formed from rectangular sheets of the same size and including an envelope sheet and at least one
20 insert sheet, the method including the steps of:

applying an adhesive layer to at least one side of said envelope sheet in a predetermined pattern, said pattern arranged to provide adhesive means for an envelope formed from said envelope sheet when said envelope from said envelope sheet is re-used;

25 printing said envelope sheet with envelope information, said envelope information including a unique code identifier;

printing each of said at least one insert sheets with insert information, said insert information including a unique code identifier, and

collating said envelope sheet and at least one insert sheet to form said document set.

5 13. A method for producing a bulk mail out item from the document set claimed in any one of the preceding claims, said method including the steps:

separating and folding at least one insert sheet from said document set to form a folded insert sheet set; and

10 wrapping and sealing the envelope sheet about the at least one insert sheet to form an envelope.

14. A bulk mail out item resulting from the method as claimed in claim 13.

15. An apparatus for forming a document set, said document set formed from rectangular sheets of the same size and including an envelope sheet and at least one insert sheet, said apparatus including:

15 a printer for printing said envelope sheet with envelope information, said envelope information including a unique code identifier and furthermore for printing each of said at least one insert sheets with insert information, said insert information including a unique code identifier, and

20 a collator for collating said envelope sheet and at least one insert sheet to form said document set.

16. An apparatus for forming a document set as claimed in claim 15, further including

a scanner for scanning each of said unique code identifiers; and

25 a data processor to process said unique code identifiers and perform a self-referencing integrity check, thereby verifying the document set.

17. An apparatus for forming a document set as claimed in claim 16, further including an out sorter for out sorting any document set that fails said integrity check.

18. An apparatus for forming a document set as claimed in claim 17, further
5 including a data processor for rescheduling the printing of said document set that failed said integrity check.

19. An apparatus for forming a document set as claimed in claim 18, wherein said rescheduling is performed online and said document set is printed on said printer.